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2020

### New Faculty and Adjunct Academic Policy Manual

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## **New Faculty and Adjunct Academic Policy Manual**

### **Abstract**

New Faculty and Adjunct Academic Policy Manual

### **Keywords**

New faculty, Adjunct faculty, Orientation, manual, policy



KEAN UNIVERSITY

*New Faculty and Adjunct  
Academic Policy Manual*

2020 - 2021 Academic Year

*Revised July 2020 for Fall 2020*

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## **PURPOSES OF THIS MANUAL**

The primary focus of this manual is on the academic policies and procedures that will affect your course(s) and the students who are enrolled. There also are sections containing general information about Kean University and about some of the resources that are available to you. It is hoped that the material in this manual will assist you in the preparation of materials for classroom use at the start of the semester and that some of the information will serve as a stimulus for you to reflect on your goals and objectives for the coming semester.

As a classroom instructor, you are a very important medium for communication of information about academic policies, procedures, and deadlines to your students. Section II of the manual contains information about the registration calendar and enrollment verification procedures. Your attention to this information will help insure the uniform administration of academic policies and procedures.

Your executive director/department chairperson should be consulted for additional information about any of the policies and procedures contained in this manual. Comprehensive statements of the regulations at Kean University and of academic policies and procedures may be found in the University Catalogs (Undergraduate and Graduate) and on the website at [www.kean.edu](http://www.kean.edu) under Academic Affairs.

Faculty teaching at Ocean County College in either Toms River or Manahawkin should also consult with their department chair/executive director. Assistance is also available in the Gateway Building Room 103 or at (732) 255-0356.

### **Return to Campus for Fall 2020**

As New Jersey begins a phased reopening, the leaders of Kean University are working diligently to plan a smooth and safe return to campus in Fall 2020. For the most updated information regarding the University's policies and procedures related to the COVID-19 pandemic please see the *Return to Campus* banner on the University's home page and consult with your Executive Director, Chairperson, or Dean's office.

## OUR MISSION

Kean University is a public cosmopolitan university serving undergraduate and graduate students in the liberal arts, the sciences, and the professions. The University dedicates itself to the intellectual, cultural, and personal growth of all its members – students, faculty, and professional staff. In particular, the University prepares students to think critically, creatively and globally; to adapt to changing social, economic, and technological environments; and to serve as active and contributing members of their communities.

Kean offers a wide range of demanding programs dedicated to excellence in instruction and academic support services necessary to assure its socially, linguistically, and culturally diverse students the means to reach their full potential, including students from academically disadvantaged backgrounds, students with special needs, and adults returning or entering higher education.

Kean is steadfast in its dedication to maintaining a student-centered educational environment in which diversity can flourish and an atmosphere in which mutual respect characterizes relations among the members of a pluralistic community. The University seeks to combine excellence with equity in providing opportunities for all students.

Kean is a teaching university, and Kean faculty dedicate themselves to student learning as well as academic rigor. The focus on teaching excellence is supported by a commitment to research, scholarship, creative work, and innovative uses of technology. The focus includes the advancement of knowledge in the traditional disciplines and the enhancement of skills in professional areas. Kean is committed to providing global educational opportunities for students and faculty. Kean is an interactive university, and the University serves as a major resource for regional advancement.

Kean collaborates with business, labor, government and the arts, as well as educational and community organizations and provides the region with cultural events and opportunities for continuous learning. Kean is also committed to providing students and faculty educational opportunities in national and international arenas.

*Revised and Adopted March 2007*

## **Academic Calendar**

Detailed Academic Calendars are subject to change and are posted on the University Website (<https://www.kean.edu/>) under the *Quicklinks* tab at the upper right corner of the page. For the most updated calendars, please go to <https://www.kean.edu/offices/registrars-office/academic-calendar>



## 2020-2021 Academic College Listing & Directory

### COLLEGE OF BUSINESS & PUBLIC MANAGEMENT\*

Dr. Jin Wang, Dean	74700	GL229
Dr. Tobin Porterfield, Associate Dean	TBA	TBA
Mr. David Farrokh, Assistant Dean	74703	GL228
<i>School of Global Business, (Contact the Dean's Office)</i>	74700	GL229
<i>School of Criminal Justice &amp; Public Administration, Dr. James Drylie</i>	70562	J305Q
<i>School of Management and Marketing, Dr. Shanggeun Rhee</i>	73372	T116B
<i>School of Accounting and Finance, Veysel Yucetepe</i>	74762	GL226

*\*Please note that the College of Business and Public Management is scheduled to move to Hynes Hall during the Fall 2020 semester. Check the University directory for updates.*

### COLLEGE OF EDUCATION

Dr. Barbara Ridener, Dean	73750	HH443
Mr. Ronald Dowdell, Assistant to the Dean	73750	HH448
<i>School of Curriculum and Teaching, (contact the Dean's office)</i>	73902	J330B
<i>School of Global Education and Early Learning, Dr. Gail Verdi</i>	73908	J330K
<i>School of Special Education and Literacy, Dr. Randi Sarokoff</i>	73750	HH443
<i>School of Health and Human Performance, Dr. Jessica Adams</i>	70654	D219

### COLLEGE OF LIBERAL ARTS

Dr. Jonathan Mercantini, Acting Dean	70430	CAS405
Ms. Deborah Skibitsky, Acting Assistant Dean	70430	CAS405
<i>School of General Studies, Dr. Bridget Chapman</i>	70333	CAS201
<i>School of Psychology, Dr. Verneda Baugh</i>	75874	EC234
<i>School of Social Sciences, Dr. Vicky Cannon</i>	74053	J103D
<i>School of Communication, Media &amp; Journalism, Prof. Jeremiah Sullivan</i>	70467	CAS402
<i>School of English Studies, Dr. Charles Nelson</i>	70394	CAS301
<i>Department of History, Dr. Elizabeth Hyde</i>	75252	T117A
<i>The School of Fine and Performing Arts (contact the Dean's Office)</i>	70430	CAS405
<i>The Center for Interdisciplinary Studies, Dr. Sarah Compion</i>	73985	J104H

### MICHAEL GRAVES COLLEGE

Professor David Mohney, Dean	74740	GL 429
Professor Rose Gonnella, Associate Dean	74752	GL 522
<i>Robert Busch School of Design, Prof. Rose Gonnella</i>	74752	GL 522
<i>The School of Public Architecture</i>	74772	GL 429

## **HENNINGS COLLEGE OF SCIENCE, MATHEMATICS AND TECHNOLOGY**

Dr. George Chang, Dean	73600	B104D
Dr. Brian Teasdale, Associate Dean	73654	C124
<i>School of Environmental &amp; Sustainability Sciences, Dr. Daniela Shebitz</i>	73745	C317
<i>School of Natural Sciences, Dr. Brian Teasdale</i>	73654	C123
<i>School of Mathematical Sciences, Dr. Louis Beaugris</i>	73707	C232
<i>School of Computer Science, Dr. Patricia Morreale</i>	76158	NAAB 238

## **NEW JERSEY CENTER FOR SCIENCE, TECHNOLOGY & MATHEMATICS**

Dr. Keith Bostian, Dean	77200	STEM 513
Dr. Michael Tocci, Associate Dean	77200	STEM 513
Ms. Marianne Gass, Assistant to the Dean	77204	STEM 513
Prof. Jill Fischer, Director, Genetic Counseling Graduate Program	77209	STEM 518

## **NATHAN WEISS GRADUATE COLLEGE**

Dr. Christine Thorpe, Dean	75900	EC211
Ilaf Sattar, Assistant to the Dean	75900	EC211
<i>Advanced Studies in Psychology, Dr. Jennifer Lerner</i>	75864	EC125G
<i>School of Communication Disorder and Deafness, Dr. Machid Namazi</i>	75802	EC106A
<i>Counselor Education, Dr. Barry Rebekah Pender</i>	75959	EC311
<i>Educational Leadership, Dr. Steven LoCasio</i>	75977	EC205H
<i>Graduate Social Work, Dr. Myra Robinson</i>	75916	EC218C
<i>Occupational Therapy, Dr. Mariann Moran</i>	75859	EC224E
<i>School of Physical Therapy, Dr. Elizabeth Locke</i>	76179	NAAB 429
<i>School of Physician Assistant Studies, Dr. Carol Biscardi</i>	75919	EC213B
<i>School of Nursing, Dr. Prisca Anuforo</i>	76213	NAAB 327

## **KEAN UNIVERSITY-OCEAN**

Gateway Building 103

Dr. Stephen Kubow, Associate Vice President 732-255-0504  
Dr. Jessica Adams, Acting Associate Dean 732-255-0400 x2002 (Ocean Gateway 333)  
Ms. Maureen Morlando, Associate Director 732-255-0356

To access the Kean University directory (including email addresses), please go to:  
<http://directory.kean.edu/>

### **What the Best College Teachers Do**

- Have faith in their students' ability to learn and grow
- Are role models
- Current in their field
- Passionate about their subject
- Treat their students as professionals
- Respect every student
- Recognize that they can learn from their students
- Their teaching methods reflect how students learn today, not when they were a student.
- Relate the subject to everyday life
- Relate the course to the broader curriculum
- Ask fascinating questions that challenge students to rethink some of their fundamental paradigms.
- Frequently ask students for feedback
- Have fun

(adapted from *What the Best College Teachers Do* by Ken Bain, Harvard University Press, 2004 used with permission from the author)

## SECTION I STARTING THE SEMESTER

Your primary responsibility as a faculty member is to help students achieve the objectives of your course--objectives that include understanding principles and modes of thought within a discipline as well as mastery of content in a particular area of knowledge.

Your course is being offered at Kean University, however, and it seems important at the outset for you to have some basic information about our student body, to be aware of some resources that are available to you, and to have a working knowledge of the academic policies and procedures that govern registration, grading and other matters with which you will be confronted in the classroom.

This section provides a brief overview of our student body and then moves directly to "operational" matters and begins with a format for your syllabus. The other two subsections pertain to instructional resources and to procedures to follow in case it is necessary to cancel a class because of an emergency.

In subsequent sections, you will find more detailed material about the University's programs and about policies and procedures that govern our institution.

### **A. THE STUDENT BODY**

Kean University serves approximately 16,000 full-time and part-time students on both our Union Campus and Ocean County College locations. Our newest campus is Kean Skylands, located in the Oak Ridge section of Jefferson, New Jersey. Kean Skylands offers degree completion programs. The student body is diverse and includes a large population of adults returning to school, a steadily increasing percentage of ethnic and racial minorities, and a large proportion of students who are among the first generation of their families to attend college. A very large majority of students work while attending school and many are attending college for reasons related to career advancement or career change. Much of the strength and uniqueness of Kean University derives from the heterogeneity of the student body. This heterogeneity also poses challenges for those seeking to provide effective instruction.

In planning and structuring your course, the consequences of student diversity should be considered. The students in your class are likely to differ considerably in their motivation for attending college, in their commitment to a specific course of study, in self-confidence, and in their level of basic skills. It is a good idea at the start of the semester to devote some class time to finding out something about your students, their reasons for taking the course, their majors, and their expectations for the semester.

## **B. COMMUNICATION OF COURSE REQUIREMENTS TO STUDENTS** **(CLASS SYLLABUS)**

It is important that you communicate to the students your expectations for the semester and the specific requirements for your course. This should be done in a written syllabus distributed at the first session; the required formats are provided. The required syllabus templates and downloadable word documents of syllabus templates are available on the syllabus website: <http://syllabus.kean.edu>.

The syllabus should contain course information from approved course outlines from within three years to be accepted. All syllabi must conform to KEAN ONLINE format with unit learning outcomes and assessment. This is required to ensure smooth conversions in cases of emergencies. The Deans and Executive Directors are responsible for ensuring compliance.

The syllabus website is accessible only to those with Kean University email accounts (Kean University faculty, staff, and students). If you have difficulty with log in, the Office of Computer and Information Services (OCIS) is available to assist you at 908-737-6000.

When you arrive on the website, click on "Syllabus Guidelines" under "For Instructors" in the left column. Once on the "Syllabus Guidelines" page, you will have access to the required syllabus templates. The "short version" is the required template for all courses except undergraduate capstone or graduate culminating courses. Undergraduate capstone and graduate culminating courses must use the "Capstone/Culminating Syllabus" guideline.

If you are unsure which template to use, or if you have questions about the syllabus templates, please contact your Executive Director or Chairperson for assistance. *All syllabi must be submitted for approval (by the Chairperson, Executive Director, or Dean) prior to being uploaded to the syllabus website by the appropriate site manager. Contact your Chairperson or Executive Director for the appropriate procedure and deadlines.*

### **Sample Course Syllabus (Short)**

It is important that the essential information concerning the course be communicated in writing to students at the first class meeting. A syllabus is a contract with the students. Any changes in course requirements made after the start of the semester should also be communicated in writing to students. A copy of the syllabus is to be filed with the School/department. The following information is included in the syllabus template (as per Council of Deans Policy on Course Syllabi 2/16/11):

#### **ITEMS TO BE INCLUDED ON COURSE SYLLABUS**

1. Course name, number, section
2. Semester
3. Instructor contact information, including phone number, e-mail address and

- academic program/ department office location
4. Faculty office hours (times/place) – Adjuncts should provide location of academic program office
  5. Prerequisites, if any, to the course (Students who have not met the required prerequisites should be asked to withdraw)
  6. Required textbooks or public domain information addresses (OER)
  7. Course objectives, weekly learning outcomes/ assessment (Please ask your program’s Coordinator, Executive Director, or Chair to provide you with the Program Assessment Plan and the course outline of the course you are preparing to teach.)
  8. Outline of course content (from within the last three years) and compliant with the format of Kean Online
  9. Course requirements, methods of evaluation, and the basis by which the final grade is derived
  10. Special features of the course  
e.g., field trips or visits to facilities off campus
  11. Academic deadlines  
e.g., the last day to withdraw, the last day to declare P/F option
  12. Academic Integrity Policy -available at <https://www.kean.edu/academic-integrity>
  13. Student Code of Conduct, as it discusses expectations of appropriate conduct in the classroom:  
<https://www.kean.edu/offices/community-standards-and-student-conduct/student-code-conduct>
  14. Information on CampusAlert, the University's emergency notification system (<http://www.kean.edu/campusalert>), students are encouraged to register in the system in order to be informed of campus emergencies, weather notices and other announcements. Kean Ocean students and instructors should also register for Viking Alert at [ocean.sendwordnow.com](http://ocean.sendwordnow.com).
  15. Faculty must emphasize that all students must have a valid Kean e-mail account. For those who do not already have one, forms are available on-line at <https://www.kean.edu/offices/computer-and-information-services/ocis-forms>
- The following statements are also included in full on the syllabus templates:
16. Americans with Disabilities Statement & Non-Discrimination Statement
  17. Title IX statement
  18. KU Non-Discrimination Policy

Effective the Fall 2018 semester, information regarding the Academic Early Alert must also be included. For more information about Academic Early Alert Reporting, please see Section III later in this manual.

### **SAMPLE CULMINATING/CAPSTONE SYLLABUS**

For an updated copy of the Culminating/ Capstone Syllabus template and the downloadable word document of the syllabus template, please visit the syllabus website: <http://syllabus.kean.edu>.

### **GENERAL EDUCATION RUBRICS**

Effective Spring 2016, these assessment tools (“rubrics”) are required in all courses that fulfill a student’s general education requirement (Foundation or Distribution) and all Capstone experiences (Major or GE). Training will be available for the use of these assessment tools. If you have any questions, contact the School of General Studies.

All General education courses assess two of the GE Student Learning Outcomes. The SLOs for each course are chosen by the course coordinator in cooperation with the GE assessment coordinator and the Executive Director.

All rubrics are available on the syllabus website <http://syllabus.kean.edu> and at the GE Assessment google site: <https://sites.google.com/a/kean.edu/sgsassessment/>

### **C. ASSESSMENT OF STUDENT LEARNING AND DEVELOPMENT**

In order for the University to assess and improve its academic programs and student services, periodic measurements of student perceptions and learning must be obtained. As a component of the assessment program developed by Kean University, faculty teaching in academic programs and staff professionals providing student services may require (in their own respective areas) students to participate in one or more evaluative procedures. Assessment activities may include examinations and performances as well as surveys and questionnaires about students’ experiences. The assessment information obtained will be used to improve the quality of educational experiences for students, and ensure the integrity of degrees earned at Kean University. This information will not be used to restrict students’ access to, or completion of, any program. For information regarding program student learning outcomes please see the listing of College and Program Assessment Plans at <https://www.kean.edu/offices/accreditation-and-assessment/academic-assessment>

### **Additional Assessments by the Office of Student Success & Retention**

The Office of Student Success & Retention at Kean University partners with Ruffalo Noel Levitz (RNL) to support student success through the College Student Inventory (CSI), Mid-Year Student Assessment (MYSA) and Second-Year Student Assessment (SYSA). These three assessments provide us with the most comprehensive way to nurture and develop successful Kean University students from pre-enrollment through graduation. Continue below to learn more about these assessments and how you can utilize the data for advising purposes.

#### **College Student Inventory (CSI):**

The College Student Inventory is distributed during New Student Orientation and identifies at-risk students in the incoming class using the “leading non cognitive indicators of college student success”. You and your colleagues receive detailed information about each student’s academic motivations, areas of risk, and receptivity to specific student services. This survey can be administered before classes get under way or soon after classes begin, providing you with data to make interventions more meaningful and relevant, before a student begins

disengaging. Learn how to use the CSI to:

- Identify which students are at risk and receptive to assistance.
- Intervene with students earlier, when the chance for success is greater.
- Make retention strategies more effective and efficient by basing them on reliable student data.

The Mid-Year Student Assessment (MYSA) is the follow-up survey to the CSI and examines the non-cognitive, motivational needs of our students in early November. MYSA results are shared with full time faculty advisors for first-year students in January in preparation for the upcoming fall term advising appointment. Based on this data, the advisor may choose to adjust your interventions to meet students' current needs and receptivity to assistance.

**Second Year Student Assessment (SYSA):** The SYSA was introduced to Kean University in Spring 2020 for our Kean\_Skylands community. As of Fall 2020, all transfer students will receive a link to complete the SYSA, which similar to the CSI and MYSA, serves as a non-cognitive assessment determining a student's receptivity to support services, motivations for attending college, and support systems. Additionally, it evaluates a student's past educational experiences and based on the data, allows advisors to support students as they continue on their college journey and transition as a new student to Kean.

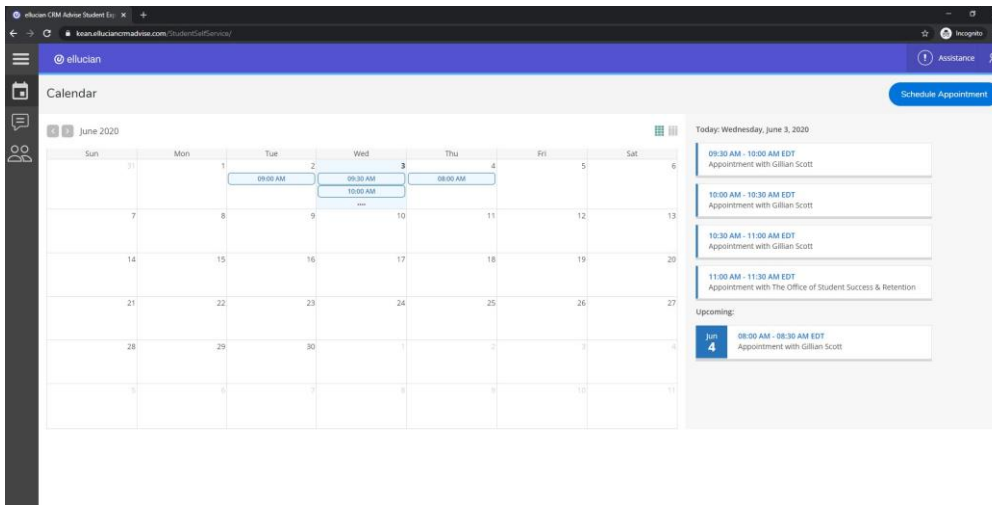
Similar to the MYSA data, SYSA reports will be shared in the early part of each term for incoming transfer students.

For additional support with utilizing CSI, MYSA, or SYSA data, please contact Gilly Scott in the Office of Student Success and Retention at [gscott@kean.edu](mailto:gscott@kean.edu).

#### **D. Ellucian CRM Advise**

Ellucian CRM Advise is Kean University's Client Relationship Management (CRM) system that allows us to unite across departments to provide intentionally designed outreach to support all students resulting in increased engagement, retention, and student success outcomes. There are three experiences for Advise, the Faculty, Advisor and Student experiences. Below is a view of the Student Experience. This system provides students with the space to schedule appointments with those who are part of their Student Success Team including their Academic Advisor, Career Advisor, Financial Aid Counselor, Step-it-Up Advisor, Educational Excellence Opportunity (EEO) Counselor and also, raise alerts and ask for assistance related to topics of academic support services, campus involvement, adding/dropping a class, career guidance, financial aid, scholarships, and more.





For the Faculty Experience, you have the opportunity to build bridges for your students from day one of the term through the last day of classes. Accessible through the Quick Links on the main Kean Website under Faculty Experience, faculty are responsible for raising alerts for their students when they have multiple absences, are missing assignments, show unsatisfactory progress, would benefit from academic support services (tutoring, writing public, speaking, or Supplemental Instruction), and so on. Once an alert is raised, the student will receive an automated email communication specific to the raised alert. A complete list of alerts that faculty can raise and accompanying emails can be found via the following link: <https://sites.google.com/kean.edu/ellucian-crm-advise/submitting-an-alert/alert-activities-and-email-templates?authuser=0>

A step-by-step guide for raising an alert for your students can be found via the following link:

<https://sites.google.com/kean.edu/ellucian-crm-advise/navigating-advise/training-videos/submitting-an-alert?authuser=0>

If you have any questions regarding the Faculty Experience, please contact Gilly Scott in the Office of Student Success & Retention at [gscott@kean.edu](mailto:gscott@kean.edu)

## **E. GRADING POLICIES AT KEAN UNIVERSITY**

Please see the Undergraduate and Graduate University Catalogs for the current grading polices and consult with your Executive Director, Coordinator, or Dean’s office with any questions. Please also see section III regarding semester grade reporting.

## **F. INSTRUCTIONAL SUPPORT SERVICES**

### **Nancy Thompson Library Learning Commons**

From library instruction classes to help your students be more effective users and evaluators of information, to interlibrary loan and reciprocal borrowing privileges at other NJ academic institutions, the Library provides a comprehensive set of services and resources for faculty and the students they teach. Please go to

<http://libguides.kean.edu/Library> for information on services and resources available to all faculty.

If you would like to meet with a librarian to talk about what the Library offers, please contact the University Librarian (ext 74600), to arrange a one-on-one session.

## **AUDIO VISUAL TECHNOLOGY**

Technology Building 110  
Main extension: X76120

Audio Visual Technology provides A/V planning and support for diverse programs including, but not limited to, conferences, seminars, distance learning, interactive television, and lectures. For more information, please go to:  
<http://www.kean.edu/offices/audio-visual-technology>

### **Meeting and Conference Support**

Service and equipment needs for campus conferences, seminars, lectures, as well as evening and weekend programs must be scheduled at least **2 weeks** prior to the event date. We strongly recommend setting an appropriate test date prior to the event allowing for any needed corrections or changes. **Planning and resource allocation must be planned in advance.** Service is contingent on the availability of staff and resources, and assumes appropriate university approval, room reservation, and other contractual arrangements have been completed. To schedule A/V support, please call the main line listed above or visit the website to sign up for online submissions at <http://www.kean.edu/offices/audio-visual-technology>

### **Classroom Support**

Kean University has over 120 multi-media (technically “smart” or “enhanced”) classrooms on the main campus and 24 classrooms on the east campus. Our “smart” rooms are equipped with projectors, computers, DVD/VHS players, laptop plug-ins, speaker systems, and touch panel controls. Our “enhanced” rooms are equipped with projectors, DVD/VHS players, laptop plug-ins, speaker systems, and push button controls. For a list of classrooms equipped with this technology, please visit our website at : <http://www.kean.edu/~avtraining/>

Faculty members who regularly integrate technology into their lectures are strongly recommended to book a smart or enhanced classroom in advance of the start of the semester.

**All keys for A/V classroom equipment must be obtained from your Dean, Executive Director or Chairperson.**

For technical problems – contact the Office of Audio Video Technology at 908-737-6120 Monday through Friday from 7:30 a.m. to 10 p.m.

## **Loaner Program**

The Audio Visual Technology Department has a variety of equipment for daily use by Kean University faculty and staff.

**Laptops:** If you teach in a technologically “enhanced” classroom and require a laptop for the class period, please call x76120 to reserve a unit for pick-up. Laptops are limited. The faculty member is responsible for the pick-up and return of the unit (with all of the peripherals), to/from our office in HH-110.

## **Training**

Individual Classroom Equipment Training: One-on-one training of technologically “Enhanced” or “Smart” classrooms can be scheduled by calling the office at x75360.

## **A/V Repairs**

For any audio visual equipment (projector, DVD/VHS player, audio system, touch panel, or push button controller) malfunction or damage, please contact the office at the extension listed above.

For any problems or issues with a PC or monitor, please contact x76000.

For any problems or issues with keys or alarm codes, please contact Facilities or your Executive Director/Chairperson.

## **G. PROCEDURES FOR CLASS CANCELLATION**

A rather pragmatic consequence of the fact that most Kean students work and commute to classes is the importance of notifying the University in case an emergency necessitates cancellation of your class. Your Executive Director/Chairperson/Coordinator/or the program office must be informed if you cannot meet a class. Executive Director/Chairpersons must then notify their Dean.

Most students attending in the evening take only one class on a given night, and many travel long distances to get to the University. It is recommended that you establish a telephone chain or email chain within your class to notify your students in advance if a class is to be cancelled. This chain should be established at the first session of class and should include students' telephone numbers and email addresses.

**If you need to cancel a class, CALL YOUR EXECUTIVE DIRECTOR/ DEPARTMENT CHAIRPERSON AND THEN INITIATE THE TELEPHONE/EMAIL CHAIN.**

## **H. PROCEDURES FOR EMERGENCIES**

For Fire and Environmental Health & Safety, instructors must review protocol with their students on the first day of class. Please review the General Safety Emergency Action Plan and the Emergency Management Quick Reference Guide at the following link: <https://www.kean.edu/offices/university-police/emergency-management> on the University Police website.

## **I. CAMPUSALERT**

The university has purchased **CampusAlert™**, a notification system for Campus Crisis Management, and First Responder Communication. It is a secure, notification platform for sharing critical information. The **CampusAlert™** system allows for the most flexible means of communicating with our students, faculty and staff. Whether your preference is a text message, email or a phone call, the system supports any of these options or all simultaneously.

Kean University will utilize this system to notify the university community of announcements and/or emergencies. Please see the following link for more information: <http://www.kean.edu/campusalert>

In order to take advantage of the benefits this service provides; students and faculty (at the Kean Union location) must register via the following link and follow the instructions provided: <https://ondemand.mir3.com/kean/login/>

Please encourage your students to sign up for this benefit.

**NOTE:** When filling out the registration form please select “other” if your program/department or location is not currently listed.

Instructors and students at the Kean Ocean location should also sign up via the following link: <https://ocean.sendwordnow.com/LicensePage.aspx>

## **J. FACULTY ID CARDS**

Faculty ID cards are required to utilize University services, including the library. Photos are taken in Administration Building, 3<sup>rd</sup> floor and bar codes for the Library are applied at the Library. Contact the ID office at ext. 43240 and the Library at 908-737-4618 for their schedules.

## **K. E-MAIL WEB/DATATEL ACCOUNT REQUEST FORMS**

This form is included as part of the package of materials you will receive from Human Resources to complete your hiring status. Confirmation of your request will be sent to you at your address of record. Access to the student record system (Colleague/Datatel) is necessary for you to assign grades, and perform other necessary verifications during the semester. Once you have been assigned a class in Datatel, your access codes will be sent to you. Copies of the form are available through the academic program offices. Confirmation of your request will be sent to you at your address of record.

Your Kean University email account must be set up as soon as possible as all Kean University business

must be conducted via your Kean University email account and all email notifications from the University will be sent to your Kean University email account.

#### **L. KEAN LIVE**

Visitors to Kean Live have a variety of enhanced media options for accessing athletic, theater and special event content. Kean Live events are made available to the public via live webcasts, providing visitors with the ability to view broadcasts of certain events as they happen. Webcast events are also made available as Podcasts to be view at a later time. We stream and record live events to be view by student, faculty, staff and family members alike. The goal at Kean Live is to provide an exemplary and comprehensive video experience for the Kean University community. Kean Live is accessible via the following link: <https://sites.google.com/a/kean.edu/keanlive/>

**SECTION II  
REGISTRATION PROCEDURES**

**A. REGISTRATION CALENDAR FOR THE ACADEMIC YEAR**

All students should have registered for their courses prior to the start of the semester (either during the registration period beginning last semester or the current online registrations). Change of registration (adding and/or dropping courses) can be processed through the ADD/DROP period.

**ADD/DROP**  
Add/Drop is available on the KeanWISE System  
during the first week of classes.  
  
The system is available Sunday through Saturday.

**Please do not encourage students to enter your class after the  
add/drop date.**

**NOTE:** INITIAL REGISTRATION OFFICIALLY CLOSES ONE WEEK AFTER THE FIRST DAY OF CLASSES. STUDENTS DESIRING TO REGISTER, FOR THE FIRST TIME, AFTER THIS DATE SHOULD BE REFERRED TO THE DEAN OF THE COLLEGE OF THEIR MAJOR.

Students may officially change classes until the end of the Add/Drop period. After this point, changes can only be made with Dean's approval. You may also encounter students seeking to gain access to your class or describing other registration-related problems. In responding to these students adherence to the established procedures and deadlines described in this section is important to insure that all students are treated fairly and that each student in your class has registered properly and is eligible to receive a grade at the end of the semester.

Your Executive Director/Department Chairperson should be consulted for any procedures that are specific to your academic program.

Please see the Academic Calendar as published by the Office of the Registrar via the Quick Links button on the top right of the Kean home page or via the following link:

<https://www.kean.edu/offices/registrars-office/academic-calendar>

for a complete list of withdrawal and refund deadlines.

## **B. CLOSED SECTIONS: OVERLOAD AUTHORIZATION PROCEDURES**

Toward the end of the registration period, the enrollment in many classes reaches the course capacity and the class is "closed". Students seeking entrance to closed courses should be advised to check KeanWISE to see if a section has re-opened as a result of other students dropping the course. In circumstances that are unusual and compelling (generally involving seniors needing a course for graduation), an EXECUTIVE DIRECTOR/CHAIRPERSON/OR COORDINATOR may elect to authorize a course overload. Students who request "overload" permission should be referred to your academic program office. In making a referral, please do not give an indication that overload permission will be granted. There are legitimate needs that should be met by overload authorization, but it is important that the process be centralized with your academic program office and administered equitably.

Course overload permission is processed on line by the EXECUTIVE DIRECTOR/CHAIRPERSON/OR COORDINATOR.

Once the student receives the overload authorization they are to register on line using KeanWISE.

**UNDER NO CIRCUMSTANCES should students who are not enrolled in your class be permitted to attend with the understanding that they may be registered later.**

## **C. VERIFICATION OF OFFICIAL ENROLLMENT**

It is important that you verify that each student attending your class has registered officially. This may be done by checking that the student's name appears on your first day class roster or by checking a schedule that is presented to you by a student.

**The First Day Class Roster** is made available on KeanWise prior to the start of the semester and the course and section numbers appearing on it should correspond to your assignment.

(If you do not have access to the roster or receive an incorrect one, seek assistance from your Executive Director /Chairperson.)

A general explanation of the column headings will accompany your first-day roster, so the explanation provided below will focus on interpreting the registration status of the students listed. All active or registered students will be listed first. Students who have dropped the course will be listed next. Any student who is listed under DROPPED/WITHDRAWN is not officially registered and should be referred to the Registrar's Office for enrollment verification. **Be sure to print out a class roster immediately prior to your first class meeting (as add/drop occurs continuously) and immediately after the add/drop period for the most accurate class roster.**

Students who are not listed on your roster and who do not present a class schedule should be advised of the ADD/DROP dates listed under the Registration Calendar. UNDER NO CIRCUMSTANCES SHOULD A STUDENT WHOSE REGISTRATION CANNOT BE VERIFIED BE PERMITTED TO SIT IN ON YOUR CLASS.

Any difficulties should be resolved with the Office of the Registrar by the student, who must present you with official evidence of registration before re-entering your class.

#### **D. SECTION VERIFICATION LISTS**

**Section Verification lists** will be available online to all faculty members immediately after the ADD/DROP period with the request that the list be checked against the instructor's records. These lists include the names of all students who were registered in your class as of the first day of the semester. The names of students who dropped your class appear at the bottom of the roster under DROPPED/WITHDRAWN.

Please follow carefully the instructions that accompany the Section Verification List; your cooperation is essential if final grade rosters are to be accurate.

THE REGISTRAR'S OFFICE WILL ACCEPT SEMESTER GRADES ONLY FOR STUDENTS WHO ARE OFFICIALLY ENROLLED. TO BE OFFICIALLY ENROLLED, A STUDENT MUST REGISTER FOR YOUR SECTION ON OR PRIOR TO THE END OF THE FIRST WEEK OF CLASSES. STUDENTS WHO DO NOT APPEAR ON THE VERIFICATION ROSTER DISTRIBUTED IMMEDIATELY AFTER THE FIRST WEEK OF CLASSES SHOULD BE ADVISED THAT THEY MAY NOT REMAIN IN YOUR CLASS. FACULTY SHOULD REFER STUDENTS TO THE REGISTRAR'S OFFICE TO RESOLVE THIS MATTER.

#### **F. NEVER ATTENDED STUDENTS**

Federal regulations now require that all institutions receiving Title IV funds must verify attendance. To comply with these regulations, **you are required to report your class attendance each semester**. You will receive notification of the deadline dates by the Office of the Registrar **via your Kean email account** approximately two weeks after the start of the semester.



Reporting this data is through the use of the “Never Attended Student Tracking” option found on KeanWISE. Class rosters are not sent to faculty for verification.

If you have any questions, cannot access the proper roster, or cannot log into KeanWISE, please contact the Office of the Registrar at (908) 737-3290.

**Verification of Official Student Enrollment must be submitted**

- Log into KeanWISE
- Click on Web Advisor for Faculty
- Click on “Never Attended Student Tracking”
- You must check one of the following:

**1) IF ALL STUDENTS APPEARING ON YOUR ROSTER ARE CURRENTLY ATTENDING:**

Check the box “All students have attended” and click **SUBMIT**.

**2) IF ANY STUDENTS APPEARING ON YOUR ROSTER HAVE NEVER ATTENDED:**

Check the “Never Attended” box next to their name and click **SUBMIT**.

## SECTION III ACADEMIC POLICIES AND PROCEDURES

### INTRODUCTION

The policies summarized in this section are published in the University catalogs, and specific academic deadlines appear on the academic calendar and registration information provided on the Registrar's website. Because almost all academic policies affect individual classes, you are an important link in the communication of these policies to students.

Please read these policies and procedures carefully, and discuss their enforcement with your Executive Director/Chairperson/or Coordinator prior to the start of classes.

As noted in Section I, the start of the semester is a crucial time for communication of academic policies and deadlines. Incorporation of course requirements, academic deadlines and other relevant information into a written syllabus distributed at the beginning of the semester will help avoid misunderstandings later.

#### **A. CLASS ATTENDANCE POLICY**

Attendance is expected in all courses. Attendance will be a component of the grade of any course if so stated in the syllabus. Students are responsible for informing the instructor in advance or in a timely manner of the reasons for their absence. Instructors, in consultation with their Executive Directors/Department Chairs, are expected to respect university practices and policies regarding what counts as an excused absence. Typically excused absences include illness, bereavement, or religious observances. Serious tardiness may be dealt with at the discretion of the instructor.

It is hoped that all instructors will try to structure and teach their courses in a way that encourages students to recognize the need for regular attendance and the opportunities that regular attendance affords.

The instructor can use the quality of class participation in determining students' grades if class participation has been stated as a requirement of the course at the beginning of the term.

When, in the opinion of the instructor, a student's excessive absences are jeopardizing his/her academic standing in the course, the instructor, where possible, will notify the student. It is the student's responsibility to arrange a meeting with the instructor to review the situation.

#### **B. ACADEMIC INTEGRITY POLICY**

*(Approved by Kean University Board of Trustees June 25, 2012)*

Kean University is aware of and sensitive to the pressures exerted by peers and family, work environment, the academic process, and society in general, and is committed to creating an environment in which academic integrity is supported and academic

dishonesty is not tolerated. To that end, the University has taken steps to ensure that all members of the academic community are fully aware of the Academic Integrity Policy by: widely distributing the policy, posting it on the University's Web site, identifying material on all course syllabi, and provide training to increase awareness of Academic Integrity issues among all members of the Kean University Community.

Thus, administrators, staff, Board of Trustees Members, and faculty at Kean University have an obligation to support academic integrity by ensuring that all members of the University community understand:

- What constitutes academic integrity
- How to prevent academic dishonesty
- What sanctions are imposed for academic dishonesty
- What consequences ensue as a result of such sanctions, and
- What process is used to impose those sanctions

All members of the Kean Community shall actively engage in the academic process. In order to ensure compliance with the Academic Integrity Policy, administrators, faculty, staff, librarians, and students should:

- Represent their identity truthfully in all situations
- Protect their materials, including papers, tests, and other academic exercises, from unauthorized access
- Protect their means of access to resources, including computer passwords and library access codes, from unauthorized use of the system
- Respect the work of others by acknowledging their words, ideas, opinions, theories, data, programs, and other intellectual material in accordance with the guidelines of the discipline or other faculty instruction
- Report data or source information accurately
- Refuse to participate in activities that violate the Academic Integrity Policy
- Read, understand, and comply with the code of ethics and/or clinical code of their chosen discipline, and
- Represent their mastery of material truthfully and accurately.

*The Academic Integrity Policy is available on the Academic Affairs website at:*  
<https://www.kean.edu/academic-integrity>

Please note that the Academic Integrity policy will be revised to include procedures for Faculty, Staff, and Librarians following the appropriate negotiations.

Please review this policy thoroughly as it is referenced (with the link) on the syllabus template for your syllabus. Questions about the Academic Integrity Policy should be directed to your Executive Director/Chairperson/or Coordinator.

### **C. GRADE RECALCULATION POLICY (Undergraduate Students Only)**

Effective with courses taken from Fall 1987, a maximum of 4 courses or 12 credits undergraduate courses (only) taken by undergraduate matriculated students may be repeated once for a higher grade and recalculation of the cumulative GPA prior to graduation. Students must apply for grade recalculation through the Registrar's Office. See the undergraduate catalog for complete details on this policy.

### **D. ACADEMIC AMNESTY POLICY (Undergraduate Students Only)**

The Academic Amnesty Policy was designed to provide former Kean University students an opportunity to eliminate previously unacceptable grades on their readmission to Kean University beginning Fall 2009 provided certain criteria are met. Please refer to the complete instructions and policy at:

<https://www.kean.edu/division-academic-affairs/academic-amnesty>

### **E. PASS/FAIL OPTION (Undergraduate Students Only)**

Students who meet the requirements specified below may choose to take a maximum of six courses (exclusive of developmental studies courses) from their free elective credits on a pass/fail basis. THIS OPTION IS AVAILABLE FOR FREE ELECTIVE COURSEWORK ONLY. COURSES NEEDED TO SATISFY REQUIREMENTS (E.G., GENERAL EDUCATION, OR MAJOR REQUIREMENTS) MAY NOT BE TAKEN ON A PASS/FAIL BASIS.

To qualify, a student must be matriculated, in good academic standing and have earned at least thirty (30) semester hours of credit.

A grade of "P" represents achievement at the level of "C" or better, while a grade of "U" represents failure (and is equivalent to the letter grades "D" or "F"). The student's cumulative grade point average is not affected by coursework taken on a pass/fail basis.

The pass/fail option must be declared at the Office of the Registrar and may be done through the first three weeks of classes. This period allows the student a reasonable but limited amount of time to become familiar with the course content before exercising the pass/fail option.

Please see the Academic Calendar as published  
by the Office of the Registrar via:

<https://www.kean.edu/offices/registrars-office/academic-calendar>

for an updated list of Pass/Fail declaration dates.

Changes from letter grade status to pass/fail and *vice versa* will not be permitted after the above deadlines.

Transfer students should also be reminded that utilizing the Pass/Fail option may impact their eligibility for Honors designation at graduation. See the Pass/Fail policy in the current undergraduate catalog.

#### **F. THE AUDIT POLICY**

The audit policy is intended to permit a limited number of students to engage informally in regular college coursework. A student may audit one course per semester. Students auditing a course attend classes but do not complete formal course requirements. NO ACADEMIC CREDIT IS EARNED FOR AUDITED COURSES AND AUDIT COURSES ARE NOT COUNTED IN ENROLLMENT STATUS WHEN DETERMINING FINANCIAL AID AWARDS. The transcript shows the course with grade symbol "AU". Full tuition is paid for audited courses.

As is the case with the pass/fail option, the period for declaration of the audit option is the first three weeks of the semester.

Changes from audit to credit and *vice versa* will not be permitted after the deadlines.

#### **G. ACADEMIC EARLY ALERT REPORTING**

Effective Fall 2018, in order to ensure student success with all learning outcomes and objectives, all instructors must submit Academic Early Alert Reports for students enrolled in their classes. Students view and instructors enter Academic Early Alerts/Midterm Progress Reports on KeanWISE. Reporting dates and detailed instructions are sent via Kean University email in advance of reporting.

##### **Purpose of Academic Early Alert Reports:**

Reports serve to give students and faculty advisors early feedback on how students are performing in their classes. These reports are especially meant to give students an *early warning* if they are currently at-risk for earning a poor or failing final grade in a course. The academic early alert report only indicates the student's performance in the class at that time. Students are encouraged to consult with their instructors throughout the remainder of the class to ensure they are on track for the particular letter grade they are expecting. Academic early alert reports are *not* meant to be an absolute predictor of final grades, since efforts throughout the entire semester will determine the final grade. The academic early alert report will NOT be a part of student permanent records and will be available for viewing on KeanWISE only until the final grade is entered. However, these progress reports will be shared with the Student Success and Retention staff, and faculty advisor(s) (and counselor for students in the EEO Program, EPIC Program, PASSPORT Program, or Spanish Speaking Program) – so they may provide assistance to students encountering any academic difficulties.

**Grade Types and Instructor Comments:**

The academic early alert report received for the course could be a grade, a comment, or both. Grades could be a "P" (Pass), a "U" (Unsatisfactory) or an A, A-, B+, B, B-, C+, C, D, or F.

In addition to, or instead of, submitting a midterm grade for each student, instructors also have the option of submitting comments (*Multiple Absences, Please schedule to meet with Instructor, Recommend Tutoring Center, Recommend Writing Center, Satisfactory Progress, Exceptional Progress, Missing Assignments, Low Test/Quiz Scores, Unprepared for Class, or Unsatisfactory Work*).

**If any of Academic Early Alert Reports indicate early warning:**

Kean University has a wide range of academic and student support services to help students succeed in courses, and students will have time to take actions that can result in improved final grades:

- Students having difficulty with the content of a particular course are encouraged to take advantage of the tutoring available for that course. Course instructors will refer students to the specialized tutoring available and/or visit the Nancy Thompson Library Learning Commons for additional, extensive tutorial services.
- Students with multiple class absences or missing assignments should speak with their course instructor to see if there is an opportunity to make up any of the work missed.
- For multiple absences and/or lateness for a course, students should evaluate any on-going circumstances that are causing the problem—i.e., transportation and parking issues, work schedule, etc. Any adjustments that seem necessary to ensure attendance can be made. Remember that poor attendance is often the primary reason students earn poor or failing grades.
- Students should meet with their faculty advisor, or a Student Success and Retention staff member (in CAS 123) to discuss academic success strategies and academic support services that can help improve their grades.
- In some cases, students may elect to withdraw from classes based on their academic early alert/midterm progress report. Keep in mind that course schedule changes may have financial aid implications. Students are encouraged to speak with their faculty instructor, faculty advisor, Student Accounting, and a financial aid representative before withdrawing from any classes. The last day to withdraw from a course(s) with a mark of "W" and no refund is published in the Academic Calendar on the Registrar's webpage for each semester.
- Students needing additional information about grading policies and procedures should meet with their faculty advisor, Executive Director/Chairperson or a Student Success and Retention staff member to discuss such matters as minimum acceptable grades, special grade requirements of the intended major, GPA calculation, and/or the serious implications of earning failing grades. If a required course is failed, the course must be repeated. A pattern of failing grades can lead to academic probation/dismissal and/or loss of financial aid eligibility.

Kean University is dedicated to supporting students to succeed in their courses. The University offices/programs that can provide assistance and guidance include the faculty advisor, Executive Director/Chairperson, the Student Success and Retention Office, the Counseling Center, and (as applicable) the EEO, EPIC, ESL, PASSPORT, Spanish Speaking Programs, and Veterans' Student Services. Students not sure where to go for assistance or information should be referred to the office of Student Success and Retention (in CAS 123 or call 908-737-0323).

For more information about the Academic Early Alert Reporting process, please consult the Undergraduate University Catalog and/or the Executive Director, Chairperson, or Dean's office.

#### **H. WITHDRAWAL FROM COURSES: POLICY AND PROCEDURES**

**Please see the Academic Calendar as published  
by the Office of the Registrar via:**

<https://www.kean.edu/offices/registrars-office/academic-calendar>

for a complete list of withdrawal and refund deadlines.

**The results of your midterm examination and or other grades that would serve as a mid-semester evaluation should be communicated to your students PRIOR to this date so that each student is able to make an informed decision about whether or not to continue in the course.**

The transcripts for students who withdraw from a course on or before this date will show a "W" for the course concerned. A student who does not withdraw officially, but stops attending, should be given a letter grade that reflects his or her performance in the course and the date the student stopped attending should be noted on the online grade roster.

Students wishing to withdraw from a course should complete the process at the Office of the Registrar by the designated deadline. The grade roster available at the end of the semester will indicate a grade of "W" beside the name of each student who has withdrawn officially. All other students are subject to the regular system of earned grades.

Students with documented extreme extenuating circumstances who need to withdraw from the course after the established deadline must be referred to the Dean of the course (or Dean of their major if the student needs to withdraw from the entire semester).

## **I. INCOMPLETE GRADES**

### **1. Policy: Incompletes**

Grades of Incomplete (“IN” “IC” “IP”) may be reported for a student who has completed course requirements throughout the semester and then, because of illness or other unusual and substantiated cause, has been unable to take the final examination or to complete a limited amount of assigned work due near the end of the semester. Unsubstantiated absences from class may not be used to justify an incomplete grade. If a substantial amount of work has been missed for medical or other reasons, the student should petition the College Dean to withdraw him or her from all courses.

It is the responsibility of the student to initiate the request for a grade of Incomplete. The instructor of the course must receive this request prior to the submission of grades at the end of the semester. If no such request is received, or if the instructor judges the request to be unacceptable, an appropriate letter grade shall be submitted based upon the student's attainment of the stated goals of the course.

### **2. Granting of an Incomplete Grade**

As explained above, Incomplete grades should be given only for students who have completed course requirements throughout the semester, but then are unable to complete a limited amount of work at the end of the semester. A student who has missed a substantial amount of work should not be given an incomplete grade. If a medical reason is involved, the student should be referred to the College Dean; if unsubstantiated absences are involved, the student should be given a grade based on his or her performance in the course.

Under the Incomplete Grade policy, a student should initiate the request for an “IN” “IC” “IP” and, if this request is granted, **a contract must be filled out by both the instructor and the student.** Provision is made on the contract for entering a deadline by which the work must be made up and a grade to be entered if the work is not made up. Please be sure to complete each item on the contract.

One copy of this contract should be retained by the instructor and one given to the student. A third copy should be submitted to your Executive Director/Chairperson/or Coordinator. These contracts are available from your academic program office. Please read carefully the policy and procedures for granting of an Incomplete grade which follow below.

### **Procedure: Granting of an Incomplete Grade**

1. For each incomplete grade awarded at the end of the semester, the instruc-



tor shall submit a copy of the appropriate contract for, "Conditions for an Incomplete Grade and its Removal." The instructor shall retain a copy of this form and give copies to the student and the Executive Director/Chairperson/or Coordinator.

The student should initiate the request for the incomplete by securing a blank copy of the contract form from the instructor and filling it out, including a signed statement of the reason for requesting the incomplete grade, and a listing of any other course(s) in which the student is also requesting an Incomplete grade. (In the case of a student whose situation [e.g., hospitalization] precludes him or her from completing the student part of the form, the instructor should complete the entire form if an incomplete grade seems justified.)

2. The instructor should then add to the form his or her plan for the student to remove the incomplete, detailing the work to be completed and the period of time allowed for its completion and specifying the grade to be assigned if the prescribed work is not done by the deadline. Failure to specify a grade in this section will result in the assignment of an "F" if the work described in the plan is not completed.

The prescribed time period will be not later than the last day of the eleventh week of the fall or spring semester immediately following the receipt of the incomplete grade. **This time line does not apply to graduating seniors; incomplete grades must be completed no later than two weeks after the May ceremony. For January and August candidates, it should be no later than the end of the month.**

3. After receiving the contracts, the Executive Director/Chairperson shall check them to insure that they have been issued in compliance with the policy and have been fully filled out. Any problems shall be discussed with the faculty member and if, as a result of this discussion a contract is changed, both the student and the appropriate Dean should be sent a corrected copy.

### **Procedure: Removal of an Incomplete Grade**

1. If the student makes up the assignment(s) and/or takes the examination on time, the instructor should enter a grade on the change-of-grade form and forward the form to the Executive Director/Chairperson/or Coordinator. The Executive Director/Chairperson/or Coordinator will forward the change of grade form to the College Dean's office. The form will be signed by the appropriate Dean and transmitted to the Registrar.
2. If the student does NOT complete the work on schedule, the instructor should enter on the change-of-grade form the grade that was recorded on

the form at the time the Incomplete was given (i.e., the grade to be recorded if the student failed to fulfill the conditions of the Incomplete grade). The form should be submitted to the Executive Director/Chairperson/or Coordinator for transmission to the College Dean's Office and the Registrar.

3. By the end of the thirteenth week of the major semester following the one in which the Incomplete grades were given, the instructor should have submitted change of grade forms to the Executive Director/Chairperson/or Coordinator for all Incomplete grades.

NOTE: The Registrar has made available two additional grades relative to Incompletes involving the pass/fail designation for grading. The first is "IC" which should be assigned to graduate courses designated as "CG" (credit granted) - or "NC" (no credit). The second is "IP" which should be assigned to those undergraduate courses that are designated as "S/U" (satisfactory or unsatisfactory) or "P/U" (pass or unsatisfactory) only grades.

## **J. SEMESTER GRADE REPORTING**

Grades for all students must be submitted online within 72 hours of your last class meeting. All teaching faculty members are required to submit grades via KeanWISE. Web documentation can be found on the Faculty menu on KeanWISE - Grading Instructions.

The "Final Grading" option will be available on the "Faculty" menu within KeanWISE. The deadline for grade submission of the grades will be announced via Kean University email. However, the web will remain available until all rosters are received.

If you need assistance, staff in both the Registrar's Office and the Office of Computer & Information Services will be available during normal business hours for any questions.

IMPORTANT: If you have not logged into KeanWISE lately, please login to make sure you recall your login and password information. If you have forgotten your password, please contact the Office of Computer & Information Services at (908) 737-6000 to have it reset. Passwords will only be reset during normal business hours Monday - Friday, 8:30 am to 5:00 pm (excluding holidays).

Telephone support will be provided weekdays Monday - Friday from 8:30 am to 5:00 pm to answer questions you may have. You may contact the Office of the Registrar at (908) 737-3290 or the Office of Computer & Information Services at (908) 737-6000 for assistance.

## **K. CHANGE OF GRADES**

On occasion it is necessary to change a grade that has been entered on the grade roster.

This may be the result of an error made in computing or recording the grade or as a consequence of a re-evaluation of a student's work (upon his or her request). STUDENTS SHOULD NOT, HOWEVER, BE PERMITTED TO TURN IN MISSING OR EXTRA WORK AFTER THE CONCLUSION OF THE SEMESTER AS A CONDITION FOR CHANGING A GRADE. THIS CREATES AN INEQUITY FOR OTHER STUDENTS IN THE CLASS.

Should you wish to request a change of grade, secure a copy of the form from your academic program office. The form should be fully (and legibly) completed and submitted to your Executive Director/Chairperson/or Coordinator for approval. After the form has been approved by your Executive Director/Chairperson/or Coordinator and the Dean, it will be forwarded to the Registrar's Office for processing.

#### **L. GRADE GRIEVANCES**

The Grade Grievance policy is published in the Undergraduate and Graduate College Catalogs. Please refer to the catalogs for the specific policy. The current catalogs are found on the Academic Affairs website under the link "University Catalog".

If a student believes that he or she has not been graded fairly in a course, the student has the right to initiate a grade grievance in the following fashion:

1. The student should first meet with the instructor to request information about the grading decision. If there is no resolution, the student may move on to the Executive Director/Department Chairperson for consideration.
2. If there is no resolution at the departmental/program level, the Chairperson/Executive Director then convenes the departmental/program Grievance Committee consisting of faculty members and at least one student.
3. The Grievance Committee may request information from both parties in writing, or may request an appearance from either party.
4. The Grievance Committee then makes a determination and notifies both parties in writing.
5. If the decision of the Grievance Committee is not acceptable to either of the parties involved, or if implementation of the decision requires the attention of the Dean, all relevant materials are forwarded to the Dean's office.
6. Decisions of the Dean are final, with no provision for further appeal beyond that point.

With respect to grade grievances, it is important that faculty members provide a syllabus which is clear and unambiguous, and maintain accurate records concerning the student's performance on assignments. Students may initiate a grade grievance no later than the end of the eighth week of the Fall or Spring semester following the semester in which the grade was assigned.

Please see the Undergraduate or Graduate Catalogs for more information about the Grade Grievance policy.

## SECTION IV ACADEMIC STRUCTURE AT KEAN UNIVERSITY

This section provides an overview of the structure of baccalaureate degree programs at Kean University and descriptions of the University's program in developmental studies, General Education, and academic advisement. An overview of graduate programs concludes this section.

### **A. THE STRUCTURE OF BACCALAUREATE DEGREE PROGRAMS**

Kean University offers programs leading to the baccalaureate degree in the arts and sciences and in a variety of professional areas including education, health care and administrative sciences. The various majors differ in specific requirements, but degree programs at the University have a common structure that is described briefly below. The minimum number of credits required for the baccalaureate degree is 120, however, some select programs may require more credits due to accreditation, certification, or other requirements.

**TRANSITION TO KEAN** - All freshmen and transfers with less than 10 credits are required to take GE 1000, Transition to Kean, a course designed to orient freshmen to Kean University and to assist them throughout their first semester with the challenges and problems that must be met in order to have a good start in College. Each student who completes GE 1000 receives 1.0 credit.

**TRANSFER TRANSITIONS-** (GE 3000) Transfer students learn the workings of Kean University; academic planning and expectations; writing, research, and other skills needed for success in the intended major; as well as career exploration and planning. Prerequisite is ENG 1030 or equivalent; at least 30 credits. Please note this course is required of all transfers with 30 credits or more. Each student who completes GE 3000 receives 1.0 credit.

**GENERAL EDUCATION--**A description of the general education component of a degree program at Kean University may be found in Section B, immediately below.

**ADDITIONAL REQUIREMENTS--**A major program may include required coursework in areas outside (but related to) the major. Not all programs include additional requirements; for those that do, the courses generally are introductory level courses in areas supporting the major.

**MAJOR REQUIREMENTS--**A program leading to the bachelor's degree must include at least 30 credits in the major; major programs in the liberal arts and sciences typically require between 30 and 40 credits of coursework within the major. Students enrolled in these majors typically may not count more than 40 credits in the major discipline toward the baccalaureate degree. Programs in fields such as accounting, computer science, interior design, and health care require between 50 and 75 credits in the major field. These programs generally are designed to meet the requirements of accrediting bodies as well as

the degree requirements of the University.

FREE ELECTIVES--After general education and major-related requirements have been fulfilled, the remaining credits may be completed in an area or areas at the option of the student. The number of free elective credits varies from 40 down to 0. Students majoring in one of the liberal arts or sciences may use free electives to complete a second major or a minor program. Students seeking degrees in professional areas generally do not have a sufficient number of elective credits for these purposes. At least one-half of a student's free electives must be taken at the 3000/4000 level.

FOR TEACHER CERTIFICATION programs, the degree requirements are formatted somewhat differently from the pattern described above. The general education program is common with the majors, but the degree requirements include a sequence of courses in professional education and courses in the social and behavioral sciences mandated by certification guidelines as well as the courses needed for certification to teach in an academic content area for one of the arts or sciences. Certification programs generally do not contain free electives.

The University Catalogs and official major curriculum sheets display the degree requirements for each major. Students may review the listed requirements for a variety of fields. Please see the following link for more information: <https://www.kean.edu/offices/registrars-office/curriculum-sheets>

## **B. GENERAL EDUCATION AT KEAN UNIVERSITY**

### School of General Studies

#### Mission

The mission of the School of General Studies is to develop students' knowledge and skills acquisition to improve their academic success. The school strategically implements and assesses the General Education Program and its curriculum to support students in completing their degree requirements. The school collaborates with programs that address academic and non-academic issues affecting student retention and integration into the university community.

The School of General Studies *provides support to first-year students*, through experiences that acculturate students to the academic, social and emotional demands of college and modeling behavior designed to ensure retention, successful degree completion, and graduation.

The School of General Studies is committed to creating a sustainable culture of assessment dedicated to advancing Kean University's mission of access and excellence. The School of General Studies provides leadership for the planning and implementation of assessment, student-learning outcomes and faculty/staff-related training.

The General Education Program is the signature of Kean University, branding Kean's unique knowledge and skills on each student and appropriate in rigor and content to build a diverse community of learners consistent with the University's mission. Students are engaged in active learning experiences in a curriculum consisting of a wide-range of liberal arts courses designed to enhance knowledge and skills of all Kean University undergraduate students.

### Goals

The goals of the School of General Studies are:

- To provide leadership for the development and delivery of General Education curriculum.
- To provide leadership that facilitates the assessment of General Education courses.
- To ensure the delivery of General Education Student Learning Outcomes.
- To provide support for first-year students that promotes retention and graduation.
- To develop an online warehouse devoted to student achievement and learning.
- To manage academic programs during teach-out periods.

### **Student Learning Outcomes**

#### **Content (Liberal Arts)**

##### **1. Transdisciplinarity**

New Definition: The ability to integrate knowledge and methods from different fields to address historical or contemporary questions.

#### **Building Habits of Mind**

##### **2. Critical Thinking**

New Definition: The ability to utilize reflective analysis to draw informed conclusions.

##### **3. Quantitative Literacy**

New Definition: The ability to utilize numerical data accurately and effectively to address real world problems.

##### **4. Communication Literacies**

New Definition: The ability to speak and write effectively to convey an evidence-based argument.

##### **5. Information and Technology Literacies**

New Definition: The ability to utilize information and communications technology critically and effectively in a rapidly changing world.

#### **Values**

##### **6. Active Citizenship**

New Definition: A commitment to lifelong civic engagement at a local, national and/or global level.

##### **7. Ethical Judgment and Integrity**

New Definition: The ability to draw responsible conclusions from ethical questions to

guide personal conduct.

## 8. Diversity

New Definition: A commitment to promote inclusivity in a diverse world.

### GENERAL EDUCATION PROGRAM STRUCTURE

Kean's GE Program has three major components:

- the Foundation Requirements (13 credits)
- the Disciplinary/ Interdisciplinary Distribution Requirements (typically 30 – 32 credits for B.A. degree programs and 19 credits for B.S., B.M., B.F.A., and B.I.D. degrees)
- and the Capstone (3 credits)

### GE FOUNDATIONS COURSE REQUIREMENTS

All students must complete the following Foundations courses:

- Transition to Kean
- College Composition (offered in different formats)
- A college level math course (as specified by the major)
- Speech Communication as Critical Citizenship
- Research and Technology (offered in different versions)

Some students must also complete developmental math and/or reading courses (if required because of placement test scores) as part of their foundational GE coursework. In order to graduate from Kean, all students have to complete either GE 1000 or GE 3000 at Kean University.

*Transition to Kean (GE 1000):* is a one credit freshmen seminar course required of all new students, serving as the core resource and support system for the new student transition to college thinking. The T2K course is a value based course with an emphasis on personal development and exploration. It is designed to assist students with identifying their strengths and weaknesses and cultivating personal growth. Transition to Kean encourages self awareness as well as the building of community through various diverse active citizenship opportunities. **Prerequisites:** none. **Note:** Required of all freshmen with and transfers with less than 29 credits.

*Transfer Transitions (GE 3000):* Transfer students learn the workings of Kean University; academic planning and expectations; writing, research, and other skills needed for success in the intended major; as well as career exploration and planning. **Prerequisites:** ENG 1030 or equivalent; at least 30 credits. **Note:** required of all transfers with 30 credits or more. Each student who completes GE 3000 receives 1.0 credit.

*College Composition (ENG 1030 or ENG 1031/1032, or ENG 1033/1034):* This course covers expository and persuasive writing for academic purposes. Emphasis is placed on writing as a reflective and social process; writing across the curriculum; critical thinking; and the development of a personal intellectual perspective and style of expression. The ESL



equivalent of College Composition is ENG 1430 (College Composition for Non-Native Speakers II) Prerequisites: none.

*Note: The format of College Composition a student is required to take is determined by placement testing. (Students exempt from placement testing due to their SAT scores or prior college coursework are required to take ENG 1030 unless they have already received transfer credit for a course that fulfills the College Composition requirement.)*

**College Level Math Course:** Depending on the major, students will be required to take one of the following mathematics courses: Math 1000 (Algebra for College Students, prerequisite: Math 0901, if required), Math 1010 (Foundations of Mathematics, prerequisite: MATH 0901, if required), MATH 1016 (Statistics, prerequisite: MATH 0901, if required), MATH 1030 (Problem Solving in Math, prerequisite: MATH 0901, if required ), Math 1044 (Pre-Calculus for Business Majors, prerequisites: MATH 1000), or MATH 1054 (Pre-Calculus, prerequisite: MATH 1000).

*Note: The requirement of MATH 0901 is determined by placement testing. (Students exempt from placement testing due to their SAT scores or prior college coursework will place into MATH 1000, MATH 1010, MATH 1016 or MATH 1030, as appropriate for their major, unless they have already received transfer credit for a course that fulfills the Foundation Mathematics requirement.)*

**Speech Communication as Critical Citizenship (COMM 1402):** This course addresses understanding and practicing speech communication as a central value of a civil society. It is this value that provides the frame for producing, presenting, interpreting, and evaluating oral messages in dyadic, small group, and public speaking contexts. Prerequisites: successful completion of developmental reading (if required); ENG 1031/1032 or ENG 1033 (if required).

**Research and Technology (GE 2021, GE 2022, GE 2023, GE 2024, GE 2025, or GE 2026):** This course provides an introduction to the research process, including preparing a formal research paper and an oral presentation with an emphasis on the use of computer technology to design, investigate, and report research activities. Prerequisites: successful completion of developmental reading (if required), College Composition, and Speech Communication as Critical Citizenship (COMM 1402).

*Note: this course is offered in different versions for students in different majors, as follows: GE 2021 for College of Business and Public Administration (BPA) majors; GE 2022 for College of Education (EDU) majors; GE 2023 for College of Liberal Arts (CLA) majors; GE 2024 for College of Natural, Applied, and Health Sciences (NAHS) majors; GE 2025 for Michael Graves College and School of Visual and Performing Arts (VPA) majors; and GE 2026 for Undecided majors and ESL students.*

### **GE DISCIPLINARY/INTERDISCIPLINARY DISTRIBUTION COURSE REQUIREMENTS**

Students are required to take a specified number of credits (typically 30-32 credits for B.A. degrees and 19 credits for B.S., B.M., B.F.A., and B.I.D. degrees) in the areas described in more detail below, i.e., in the Humanities (GEHU), Social Sciences (GESS), Science & Mathematics (GESM), and (for B.A. degrees only) Health/Physical Education (GEHPE).

### **For B.A. Degrees**

- To fulfill their Humanities requirements, students will complete 9 credits, taking 3 approved courses from 3 of the following 6 areas: Literature, Visual Arts/Fine Arts/Art History, Philosophy/Religion, Foreign Languages, Performing Arts/Music/Theatre, or Interdisciplinary. One of these three courses must be the literature course that is required of all students, ENG 2403 (World Literature). A selection of courses from three different areas is required unless otherwise specified by the major program on the major guide sheet.

- To fulfill their **Social Sciences requirements**, students will complete 9 credits, taking 3 approved courses from 3 of the following 6 areas: History, Psychology, Economics/Geography, Political Science, Sociology/Anthropology, or Interdisciplinary. One of these three courses must be the history course that is required of all students, HIST 1062 (Worlds of History: Traditions and Encounters). A selection of courses from three different areas is required unless otherwise specified by the major program on the major guide sheet.

- To fulfill their **Science & Mathematics requirements**, students will complete 10-11 credits, taking 3 approved courses from 3 of the following 5 areas: Math/Computer Science, Biology, Chemistry/Physics, Astronomy/Earth Science/Geology/Meteorology, or Interdisciplinary. One of these three courses must be an approved math/computer science course (i.e., MATH 1010, MATH 1016, MATH 1054, CPS 1032 or CPS 1231). Another one of these three courses must be a laboratory-based science course. A selection of courses from three different areas is required unless otherwise specified by the major program on the major guide sheet.

- To fulfill their **Health/Physical Education requirements**, students will complete 2 credits of approved Physical Education courses or the three-credit approved Health course, ID 1225 (Critical Issues & Values of Contemporary Health) or the three-credit approved Recreation course, ID 1010 (Leisure & Recreation in a Multicultural Society).

### **For B.S., B.M., B.F.A., and B.I.D. Degrees**

- To fulfill their Humanities requirements, students will complete 6 credits, taking 2 approved courses from 2 of the following 6 areas: Literature, Visual Arts/Fine Arts/Art History, Philosophy/Religion, Foreign Languages, Performing Arts/Music/Theatre, or Interdisciplinary. One of these courses must be the literature course that is required of all students, ENG 2403 (World Literature).

- To fulfill their **Social Sciences requirements**, students will complete 6 credits, taking 2 approved courses from 2 of the following 6 areas: History, Psychology, Economics/Geography, Political Science, Sociology/Anthropology, or Interdisciplinary. One of these courses must be the history course that is required of all students, HIST 1062 (Worlds of History: Traditions and Encounters).

- To fulfill their **Science & Mathematics requirements**, students will complete 7 credits, taking 2 approved courses from 2 of the following areas: Math/Computer Science, Biology, Chemistry/Physics, or Astronomy/Earth Science/Geology/Meteorology. One of these courses must be an approved math/computer science course (i.e., MATH 1010, MATH 1016, MATH 1030, MATH

1054, CPS 1032 or CPS 1231). The other course must be a laboratory-based science course.

Only selected, pre-approved courses can be used to fulfill *Disciplinary/ Interdisciplinary* distribution requirements. The list of approved GE distribution courses is posted on the GE website ([www.kean.edu/~gened](http://www.kean.edu/~gened)) and is printed in various campus publications. Many majors will indicate (on the major guide sheet) specific *Disciplinary/Interdisciplinary* distribution courses their students must take.

### **GE CAPSTONE REQUIREMENT**

A three-credit GE Capstone experience (as determined by each major program) is required of all students. In the Capstone, students will complete projects using the skills developed through the GE Program to demonstrate mastery of their major content. The Capstone will:

- require and facilitate a student project, either research or service-learning oriented, that demonstrates attainment of the cognitive goals of the GE Program, the mastery of the skills developed throughout the GE Program, and the knowledge and skills acquired through the study of a major;
- offer opportunities for students to integrate GE experience with the major; and
- offer opportunities for students to work with students from disciplinary and cultural perspectives other than their own and to investigate areas of knowledge that may be unfamiliar to them.

Successful completion of the project in the Capstone course will demonstrate that students are active learners who have accumulated knowledge of the liberal arts and sciences, have reached an advanced level of skill proficiencies, can collaborate effectively, and can apply knowledge to the achievement of tasks and the solution of problems.

### **MINIMUM GRADE REQUIREMENTS IN GE COURSES**

Students must earn acceptable grades in courses taken to fulfill GE requirements. Students must earn at least the University-wide standard minimum grade in each GE course or, if applicable, the higher grade in the course that may be required by their particular majors.

- The standard minimum required grade in *College Composition* is “C”; however, some majors require a grade higher than “C”.
- The standard minimum required grade in *Transition to Kean* is “D”.
- The standard minimum required grade in *Speech Communication as Critical Citizenship, Research and Technology*, and GE Academic Foundations Math courses is “D”; however, some majors require grades higher than “D”.
- The standard minimum required grade in *Disciplinary/Interdisciplinary Distribution* courses is “D”; however, some majors that require completion of specific *Disciplinary/Interdisciplinary Distribution* courses may require grades higher than “D” in these courses.
- The standard minimum required grade in *Capstone* courses is “C”.

*Note: No course taken to fulfill a GE requirement may be taken on a pass/fail basis.*

## GENERAL EDUCATION ADVISEMENT AND OTHER SERVICES

Students seeking general program information should contact the General Education Office, CAS 201, ge@kean.edu, 908-737-0330. Students who require registration advisement should contact their major advisor or special program advisor.

### **Other General Education Services include:**

- Administration of the Transition to Kean course: GE houses our nationally recognized first year experience course, GE 1000, Transition to Kean. This course is a continuation of the initial Orientation Program, helping students adjust to the rigors of college life in introducing and exposing them to academic and student life resources at Kean to foster student success and personal growth. Transition to Kean also introduces students to the General Education Program (GEP). GEP staff schedule and arrange instructors for all section of the course. This course provides the Early Warning Intervention and Referral Program for new freshmen, which monitors their performance primarily during their first semester.

- *Administration of the Research & Technology Course:* This course is an introduction to the research process; preparation of a formal research paper and an oral presentation with an emphasis on use of the library and of computer technology to design, investigate, and report research activities. GEP staff schedule and arrange instructors for the college-based Research & Technology course (GE 2021-2026) and also staff, schedule, and maintain the GEP computer classrooms.

- *GEP Assessment:* GEP assessment informs the University about student learning and success. Through appropriate course embedded assessments, student development in GEP is monitored and evaluated. GEP assessment is instrumental in communicating and examining the central GEP goals of knowledge, and skill development. Assessment information is used in curriculum development and improvement. Participation in General Education assessment activities directly benefits students, facilitating their personal growth by providing opportunities to explore their own interests and insights to learning. All General Education assessment data is confidential and reported in aggregate form to the appropriate university constituents.

- *GEP Math:* Four Math courses, one developmental course and three 1000 level courses are supported and managed within the School of General Studies:

- o Math 0901
- o Math 1010
- o Math 1016
- o Math 1030

- *GEP Math Supplemental Learning (SL):* Kean University provides group supplemental learning (SL) a unique course requirement for all GE MATH courses designed to improve student learning. SL is provided so students can get regular academic support to learn the course material and ask questions in areas/ topics in which they need additional help. SL also offers high achieving students opportunities to engage in deeper learning of the course material. Students enrolled in GE Math courses are required to participate in 10 to 15 hours of small group supplemental learning sessions throughout the semester with an Instructor, graduate assistant or peer leaders. This requirement is embedded in the course syllabi. Students can earn 10% of the final

course grade from participation in the SL course requirement. Four hours per week of small group SL is provided by each full time GE MATH faculty member delivered in the CAS 111 Learning Center. GE Math Adjuncts, Graduate Assistants and selected Peer leaders also provide supplemental learning each semester.

- *GEP ATEAM (Adjuncts Tutoring English and Math)*: Adjuncts provide up to 5 hours per week of small group supplemental learning in select GE Math courses and select 1000 level writing courses.
- *General Education Mentors (GEMs)*: Upper class students that mentor first year students as they transition into Kean University. With appropriate training, GEMs assist with peer advisement and registration, welcome students during New Student Orientation, and Co-facilities Transition to Kean. GEMs continue to assist and support students throughout the first year and assist the efforts of the General Education Program in the School of General Studies.

For General Education course offerings go to Undergraduate Catalog under the Section for General Education via the following link  
<http://www.kean.edu/academics/undergraduate-catalog>

### C. ACADEMIC ADVISEMENT

Academic advisement of students at Kean University is a responsibility shared by many individuals on the faculty and staff, within an overall framework that may be described as follows:

Faculty in Academic Programs - The responsibility for academic advisement of students rests with the full-time faculty in academic programs. Students in their first semester at Kean are advised through their Transition to Kean class. After their first semester students who have been accepted into a major program or who have recorded themselves upon entry to the University as "intended" majors (i.e., are working on prerequisites for the major) are advised by faculty in the academic program concerned. Each academic program at the University has a system for advisement through which students may seek academic counseling during registration and other periods throughout the academic year.

The School of General Studies - The School of General Studies provides the initial advisement for all incoming freshmen except those in the EOC Program, (see below).

Educational Opportunities Center- Kean University has an EOC program that accepts approximately 150 students each year. These students do not meet regular admissions standards and may require financial support in order to attend college. Additional academic support of EOC students during their initial year is done by counselors on the EOC staff. The EOC professional staff also provides non-academic counseling and support services for students in the program.

## Advise Advisor Experience

Advise Advisor Experience is part of the CRM-Advise platform, used by faculty advisors and other members of the Student Success Team (primary and secondary major advisors, Financial Aid Counselors, Exceptional Education Opportunity (EEO) Counselors, Step-it-Up Advisors, Career Advisors, etc.) as a communication and documentation tool to support their academic advising. It also serves as a virtual advisement folder for advisees, allowing documentation of all advisement sessions and other interactions related to the success of our students.

Once a student schedules an appointment and meets with a member of their Student Success Team, respective advisors will provide notes on recommended courses and resources to support the student on their pathway to graduation.

Additionally, Advise serves as a data querying system allowing full time faculty members who serve as an advisor to access information regarding their advisees, students in majors, etc. The more advisors use this system, the more accurate and robust our data can be as we support the entire student.

It is important to highlight that Advise contains much of the information in KeanWISE but in a more easily accessible format. Advisors will still access KeanWISE complimentary to Advise to review course evaluations and lift holds. To access Advise, click on “Advisor Experience” from the Quick Links on the Kean Homepage. Additional information related to navigating Advise, can be found via the following link:

<https://sites.google.com/kean.edu/ellucian-crm-advise/home?authuser=0>

## **D. STUDENT SUPPORT SERVICES**

### **1. Office of Counseling, Disability, Alcohol and Other Drug Services**

This office is designed to assist students in the areas of: psychological counseling; conflict mediation; gender support; alcohol and drug education; special student services, including students with physical disabilities; and human relations training and interpersonal skills development.

The office provides numerous services and programs to assist students with issues of personal development, self-awareness, racial and cultural relations, and special student needs. Assistance is provided to students whose concerns are of a personal, cultural or emotional nature. The office is staffed by a diverse group of individuals with expertise in areas of psychological counseling, gender support, alcohol and drug education, conflict mediation and special student services. The office is located in Downs Hall Room 127.

**Eligibility for Services:** The services are available for all members of the University Community and are free of charge. Staff and faculty can be seen for short-term consultation and referral.

Making an Appointment: The office is open from 9 a.m. to 5 p.m., Monday through Friday. An appointment can be made by stopping in at Downs Hall Room 127 or by calling (908) 737-4850. Visit the website at: <https://www.kean.edu/offices/counseling-center>

## **2. Disability Services**

The Office of Disability Services (ODS) provides assistance and accommodations for students with documented disabilities. The University adheres to the requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Every effort is made to provide students with an equal opportunity to participate in all aspects of college life. Services provided through the Office of Disability Services can include supportive coaching and training in the use of assistive technology and adaptive testing services. Classroom, testing and housing accommodations may be provided to students who demonstrate a need for these accommodations through proper documentation. The Office of Disability Services strives to support students in developing the necessary skills for becoming independent, responsible and successful learners. The Office of Disability Services is located in Downs Hall room 122.

For more information call 908-737-4910 or view the website at <https://www.kean.edu/offices/disability-services>

### **Professor reminders:**

- Students will give you a current Letter of Accommodation listing the approved accommodations you are **required** to provide. Please provide only those accommodations listed on the Letter.
- Refer any student who requests accommodations, but doesn't have a letter, to our office.
- Discuss the student's disability and accommodations in private away from other students and staff. Never ask what the student's disability is or how they are being treated!
- Students with disabilities must meet all academic and behavioral standards of the University.
- Remember when planning your course that all materials must be accessible to all students.
- ODS can assist professors with providing testing accommodations through our Adaptive Testing Services.
- Call the Office of Disability Services if you have any questions or concerns.

## **3. Office of Student Success and Retention**

CAS 123

[www.kean.edu/success](http://www.kean.edu/success)

[retain@kean.edu](mailto:retain@kean.edu)

(908) 737-0323

The Office of Student Success and Retention (OSSR) facilitates the following student

support services:

- Supplemental Instruction (peer-facilitated review sessions for historically difficult gateway courses)
- 1st Gen Scholars (a mentoring program that pairs first-generation freshmen with Kean alumni)
- Step-It-Up (academic coaching and success workshops for students on academic probation)

In addition, OSSR oversees the following academic technology platforms:

- College Student Inventory (a non-cognitive assessment of freshmen indicators for success)
- Mid-Year Student Assessment (post-test to the College Student Inventory)
- Second-Year Student Assessment (a non-cognitive assessment of transfer student indicators for success)
- The Cougar Climb (a co-curricular virtual guided path designed to promote active student engagement with the ultimate goal of timely graduation and a successful career)
- Ellucian CRM Advise (an early alert advising platform that unifies faculty and staff visibility into student performance, identifies student risk level, and automates targeted communication plans)

OSSR asks that faculty work with us in the early identification of students who may exhibit risk factors so we can connect them to the appropriate offices and services on campus to assist them and get them back on track.

#### **4. Community Standards and Student Conduct**

The Office of Community Standards and Student Conduct is under the Division of Student Affairs. Kean University is committed to providing a campus environment where students can grow intellectually and develop as people. The Kean community depends on shared values and principles. The Student Code of Conduct is a guide to our community values. These core values include integrity, community, fairness, respect and responsibility. Students and visitors are expected to uphold and abide by the standards of conduct that form the basis of the student code. Violations of the code may be received from individuals, police reports or incidents referred through another department within the University. Determination of a violation is made only after a complete investigation of the complaint. A Student Conduct Conference or a Student Conduct Hearing may be held to determine if a violation of community standards occurred. The Office of Community Standards and Student Conduct works closely with the Residential Student Services Community Standards System, Greek Life Judicial Board, Office of the Provost/Vice President for Academic Affairs, the Affirmative Action Office, Athletics and the Department of Public Safety/Police.

The Office of Community Standards and Student Conduct is responsible for the following:



- Educating students regarding core values of the University community as outlined in the Student Code of Conduct
- Investigating complaints of violations of the Student Code of Conduct following the guidelines of the student conduct process
- Resolving, dismissing or referring cases to a Student Conduct Conference, a Student Conduct Hearing or an appropriate student conduct process
- Guaranteeing procedures are fair to all as outlined in the Student Code of Conduct

The Office of Community Standards and Student Conduct is located in the Miron Student Center, Room 317. Call 908-737-5240 or visit the website at:

<https://www.kean.edu/offices/community-standards-and-student-conduct>

for more information and to view the Student Code of Conduct.

## **5. KUBIT Cares**

The top priority of the Kean University Behavior Intervention Team (KUBIT) is maintaining a safe and vibrant community for all Kean University students, faculty and staff. Caring about others helps everyone climb higher to achieve their educational and career goals at Kean.

KUBIT is a multidisciplinary team that provides proactive intervention, caring support and appropriate institutional response to students exhibiting disruptive and/or concerning behavior.

KUBIT serves five major functions for the University:

1. Provides consultation, education and support to faculty, staff and administration in assisting students who display disconcerting or unusual behaviors.
2. Gathers information to assess situations involving students who display disconcerting or disruptive behaviors.
3. Recommends appropriate intervention strategies.
4. Connects students with needed campus and community resources.
5. Monitors the ongoing behavior of students who have displayed disruptive or disconcerting behavior.

KUBIT is not responsible for emergencies. In case of an EMERGENCY or immediate danger to yourself, others or the community please DIAL 911 or call the Kean University Department of Public Safety and Police at (908) 737-4800.

For more information about KUBIT Cares, please visit the website:

<https://www.kean.edu/kubit-cares>

## **6. Career Services**

The Office of Career Services is committed to empowering, preparing and positioning Kean University students and alumni to identify and achieve their career goals. We offer a variety of services to students of all majors from freshman year through graduation and beyond. We provide high quality internships for academic credit or co-curricular credit so students can learn in the field and gain valuable hands on experience. Career Advisers offer classroom presentations, provide resume critiques and mock interviews, help students expand networks on LinkedIn, and bring employers to recruit on campus. All of our services and presentations are offered virtually and in person. Career Services offers [Kean's Online Employment & Internship Portal](https://www.collegecentral.com/kean/) (<https://www.collegecentral.com/kean/>) that can be accessed by Kean students, alumni and employers.

Career Services is Located in CAS 201 and can be reached at [career@kean.edu](mailto:career@kean.edu) or (908) 737-0320.

## **7. Center for International Studies**

At Kean University, we provide a world-class education that cultivates globally adept individuals who are prepared to engage and compete in an interconnected world. The Center for International Studies supports the journey of students seeking to study abroad, welcomes and provides services to our international community at Kean, and supports the globalization of Kean's campuses. We offer semester long study abroad as well as short term-faculty led trips abroad for academic credit. The Office supports students who choose to study for a semester at Wenzhou Kean University in China. International students at Kean will be supported by staff that are trained in international visas, staying in status, work authorization rules and more. Staff from The Center for International Studies offer student advising, study abroad fairs and classroom presentations virtually and in person.

The Center for International Studies is located in CAS 201 and can be reached at [cis@kean.edu](mailto:cis@kean.edu) or (908) 737-0350.

## **8. University Police**

Serving the Kean University Community  
24 Hours a Day, 7 Days a Week, 365 Days a Year  
**Non-Emergency:** 908-737-4800  
**Emergency:** 9-1-1

The University maintains its own police department, providing patrol and response 24 hours a day, seven days a week. Members of the University community are encouraged to

report all crimes - actual, attempted or suspected - as well as any other emergency situations. Blue Light telephones have been strategically placed at 13 outdoor locations throughout the campus. Use them for non-emergency and emergency situations. For non-emergencies, use the key pad to dial five-digit on-campus telephone numbers. For emergencies push the red button. The police non-emergency number is 7-4800. Free on-campus telephones are located in the lobbies and corridors of most campus buildings. As referenced earlier in this manual, see the University Police website for Emergency Management information via the following link: <https://www.kean.edu/offices/university-police>

### **9. The Nancy Thompson Library Learning Commons**

Library hours change between sessions. The Library is closed when the University is closed. For any questions or for further information about the Library, please go to <http://libguides.kean.edu/Library>. Kean University subscribes to LinkedIn Learning, which provides video courses focusing on creative, business, software, and technology skills.

For more information about LinkedIn Learning, please go to <https://www.kean.edu/offices/human-resources-2>

### **10. Kean University Bookstore**

Green Lane Academic Building, 1st Floor (908) 737-4940

Visit the website via the following link: <http://kean.bncollege.com>

All textbooks for the Kean Union location must be ordered via the Kean University bookstore's website. Click on "Faculty Resources" in the upper right corner to sign in or create an account.

The Bookstore carries both new and used textbooks and study aids. Textbooks are also available to be rented. In addition, it sells general supplies, campus wear, discounted best sellers, children's books, dorm sundries, gifts, greeting cards and much more. Book buy back is available throughout the year.

### **11. East Campus Shuttle**

There is daily shuttle service between the Main campus and East Campus. For a list of the departure times and locations, please visit the Kean University Web site at:

<https://www.kean.edu/offices/office-student-government/commuter-resource-center/shuttle-service>

## **E. THE OFFICE OF RESEARCH AND SPONSORED PROGRAMS**

The Grants & Contracts Resource Guide and Policy Manual was prepared to be a useful tool and reference for all faculty who are seeking or have obtained external funding or internal awards for their research, creative activities, or programs. The first section of the manual covers how to develop and submit a grant proposal; the second section describes the internal support available to faculty; the third section outlines the procedures to follow to effectively manage a grant or award; and, the final section contains copies of all grant-related policies and forms.

<http://orsp.kean.edu/documents/ORSPHanbook2016.pdf>

For more information you may also reference the ORSP website via the following link:

<https://www.kean.edu/offices/research-and-sponsored-programs>

## **F. GRADUATE PROGRAM INFORMATION**

### **ADMISSION**

Applicants may apply for admission to a degree or non-degree program. All applicants must hold a baccalaureate degree from an accredited college or university.

A degree program leads to a Master of Arts, Master of Science, Master of Science in Nursing, Master of Public Administration, Joint Master of Science in Nursing and Master of Public Administration, Master of Social Work, Master of Business Administration, Doctor of Education, Doctor of Psychology, or a Professional Diploma. A non-degree program may lead to a post-master's certification and is also appropriate for those who already hold a Master's degree and seek only additional coursework. Admission is based on the following criteria: evaluation of prior undergraduate and graduate work; results of a standardized test (Graduate Record Examination, Miller Analogies Test, Graduate Management Admission Test, or the Praxis Examination as required by individual programs); personal interview if required; portfolio review, if required; recommendations; and a determination of the relationship of all factors relevant to the specific program.

Applicants are advised to refer to the Graduate College Application for the most recent program requirements.

Students who hold a previous Master's degree and apply for matriculation in a post-master's or second Master's program, will not be required to submit standardized test scores unless specifically required by the program to which admission is sought.

### **ADVISEMENT**

Graduate students who have **not yet** applied for admission may receive personal advisement by the professional staff in the Office of Admissions. Prospective graduate students are encouraged to visit the Office Monday through Friday between the hours of 9:00 am and 5:00 pm. The Office of Admissions is located on the first floor of Kean Hall in the north wing. Prospective graduate students are encouraged to schedule an appointment by calling (908) 737-GRAD.

**Admitted** graduate students are advised by their program coordinator.

### **DEADLINES**

For most programs, applications and all accompanying documents must be received by November 1<sup>st</sup> for spring semester matriculation and by May 1 for fall semester matricu-

lation. See individual program descriptions on the Nathan Weiss Graduate College website for exceptions.

## **INTERNATIONAL STUDENT APPLICANTS**

Students who are not citizens or permanent residents of the United States, and who do not reside in this country, may apply for full-time admission to Kean University. All international students applying are requested to submit the University's International Student Supplement, which contains a statement of complete financial support, and certified translated copies of all academic credentials. All foreign credentials must be evaluated by a member of NACES (third Party agencies) for U.S. equivalency on a course by course basis.

## **INTERVIEWS**

All applications are reviewed and students are notified by the Office of Admissions whether they are required to request an interview with the appropriate Program Coordinator.

## **MATRICULATION**

Students who are accepted for admission are expected to register for classes in the major semester immediately following their acceptance. In most programs a deferral can be granted for one semester without a fee and for two semesters with a fee. Beyond one year deferral, re-application will be necessary.

## **NOTIFICATION**

Candidates for admission are informed of decisions by mail by the Office of Admissions. Under certain circumstances admission may be granted with conditions which must be met. These conditions are so stated at the time of notification.

For a complete list of Graduate Programs of Study, see the current Graduate Catalog or consult the Graduate College website.

## SECTION V CONCLUSION

Whether you are a new resident or adjunct faculty member, this compilation of University policy and procedures has been prepared to assist you in navigating your first semester. It does not replace the close and collegial relationship between new faculty members and their Executive Directors/Chairpersons/and/or Coordinators which will provide an opportunity to keep you apprised of procedural changes as they develop. In addition, the University catalogs and other on-line publications provide a more complete list of policies and procedures which impact your teaching and general employment experience at Kean. We urge you to review those documents in detail.

Finally, we welcome your comments regarding this document and encourage you to suggest topics which may be improved and/or added. Please feel free to contact the Office of the Provost and Vice President for Academic Affairs at 908-737-7030 or at [vpaa@kean.edu](mailto:vpaa@kean.edu).

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